**Emailing Guidelines**

Below are required guidelines to use when emailing your instructor. Emails that do not follow these guidelines will immediately be deleted. Each student will be given **one** chance where the instructor, rather than deleting the email immediately, will respond merely to ask for a revised email that follows the guidelines.

* Only use your university email account
* Include a legitimate subject in the subject line
* Include an appropriate greeting
* Be professional
  + Use complete sentences and correct grammar
  + Be polite
  + Proofread
* Include your purpose and what you need from the instructor
* Sign with your full name, course number, and meeting time
  + EXAMPLE:

Jenny Smith

English 1301

MWF 10:00 am

* If sending an attachment explain what it is and why you are sending it

*\*\*Blank emails with documents attached sent by students who receive extensions will ALSO be deleted and student will not be given a second chance*

\*\*Plan for any emails sent outside of instructor’s office hours to take at least 48 hours for a response